SFA Modernization Partner
United States Department of Education
Student Financial Assistance

Consistent Data
Sequencing & Communication Plan

Task Order 63
Deliverable 63.1.1

October 19, 2001

Contents

Project Background

SFA is unable to obtain consistent information from today's legacy systems. Without consistent data in modernized systems, SFA's ability to deliver consistent answers for its customers and partners, and manage its business performance, will be hindered.

SFA now has a unique opportunity to design for, and build in, consistent data, particularly since many modernization systems have not yet been built (see Sequencing Plan section).

This project will develop a design for providing consistent data across the modernized systems and communicate that design to modernization teams so that they can build in consistent data.

The design, which we are calling the Consistent Data Roadmap, will address these causes of inconsistent data:

- Multiple meanings associated with the same data
- No clear ownership of data throughout the aid process
- No controls to establish single point of data entry and update
- Lack of robust data synchronization rules.

The Roadmap will also suggest what system should store certain data and what data should be referenced, replicated, and synchronized.

About this Deliverable

This is the first of five project deliverables (see Project Timeline section), and presents a three-part plan, including:

- ♦ *Sequencing Plan* – which shows the timing of this Consistent Data project relative to other modernization projects. This planning was a major factor in helping us understand what legacy systems we should assess/analyze and how to prioritize them. In this section, we have also described in more detail how we selected legacy systems.

- ♦ *Project Timeline/Project Plan* – the Project Timeline is a snapshot view of the project's key milestones, and the Project Plan is the detailed view of activities and dates (intended to help us in managing the project).

♦ *Communication Plan –* this plan helps identify the right people to communicate with and schedule validation/design meetings well in advance of the meetings. This plan also includes the communication event, the audience, the purpose, who will develop the communication materials, and who will present or communicate. Communication events are included in the Project Plan with dates. It is important to note that there is separate set of activities to develop communication materials as we execute this plan.

Sequencing Plan
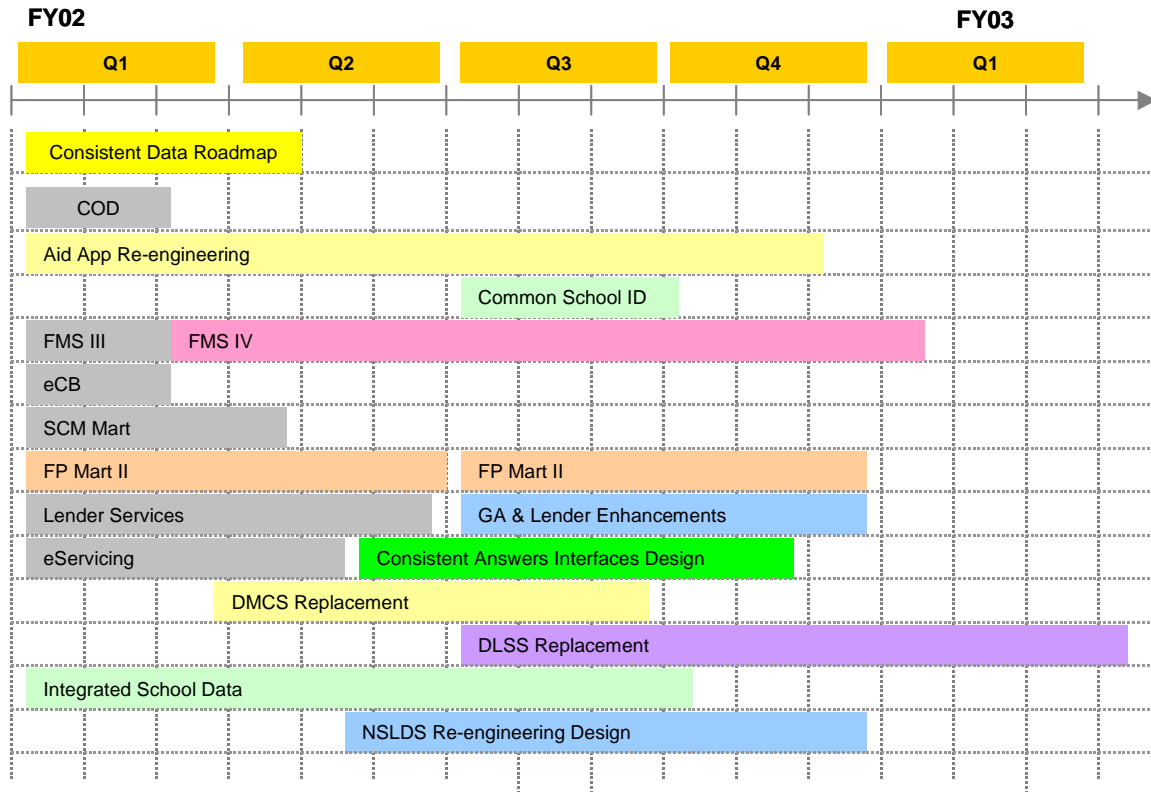
The Sequencing Plan above shows modernization projects planned for FY02. Projects represented in the dark gray color are well ahead of the Consistent Data project and may not be able to use the outcomes as readily (although it is expected that enhancements will be made for consistent data purposes). Other brightly colored projects, such as Aid Application Re-engineering, can readily use the data guidance from the Consistent Data Roadmap project.

Specifics on systems in scope, rationale and prioritization: the table below shows, in priority order, legacy systems that are included for analysis/validation and those that are excluded.

Legacy Systems Included	Legacy Systems Excluded
1. DMCS & CPS	CBS
2. DLSS & PEPS	FFEL (Lender & GA pieces)
3. NSLDS	DLOS
4. DLCS	RFMS
	CDS

The systems that are excluded are either retired or are being replaced by a modernized system soon; there is no value in assessing systems that have already been assessed and replacement systems will be deployed soon.

The systems that are included for assessment/validation in this project are those that will be re-engineered in FY02 or FY03, but no significant re-engineering design has begun. Analyzing these early and giving data related guidance gives the modernization teams a better chance of building in consistent data from the beginning.

Modernized systems that are already deployed or will soon be deployed are in scope for assessment, analysis and validation, as shown in the table below. These systems are included to get a baseline of modernized systems for input into the Consistent Data Roadmap.

Modernized Systems
1. COD
2. FMS
3. eCB
4. eServicing
5. FP, DL, CFO & SCM Marts

Project Timeline

2001				2002	
October	November	December	January	February	

Sequence & Comm. Plan (October)

Mod Systems' Entity Assessment (November–December)

Legacy Systems' Entity Assessment (November–December)

Consistent Data Roadmap (November–January)

Bus. Case 2002 (February)

Communicate (February)
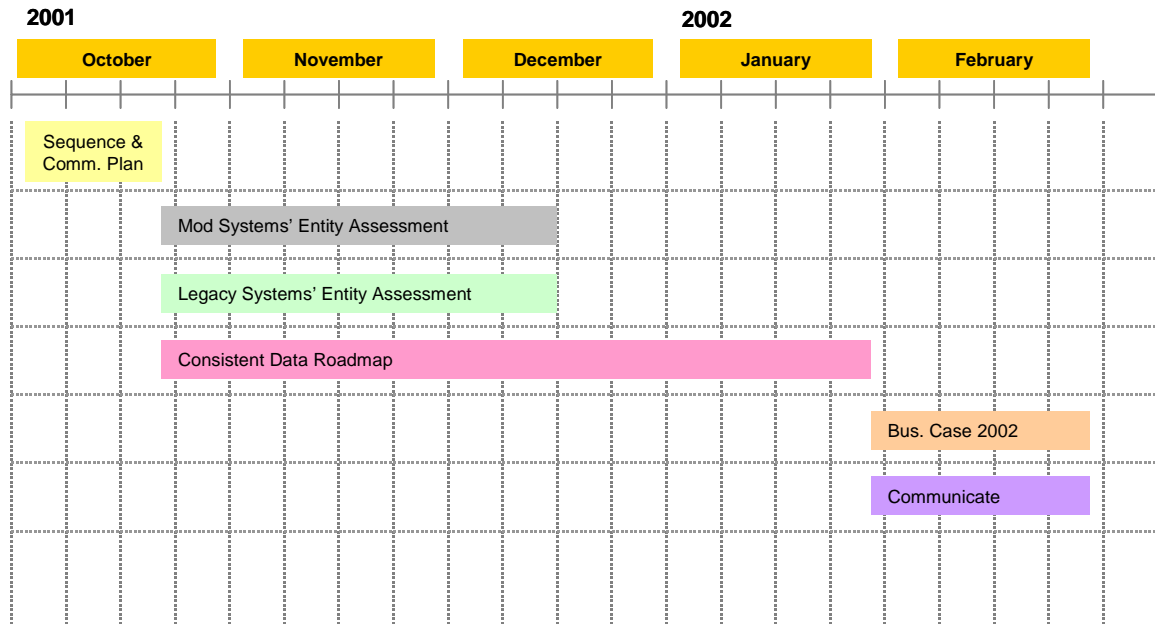
This timeline is a high-level view of the detailed plan on the next page, and is intended to provide a top-down view of the project's major activities.

Project Plan

	Task	Start	Finish
1	**Planning Phase**	**10/1**	**10/19**
2	Develop Sequencing Plan (Draft)	10/1	10/11
3	Develop Communication Plan (Draft)	10/1	10/11
4	Finalize Sequence & Communication Plans	10/12	10/19
5	Milestone - Deliver Sequence & Communication Plan	10/19	10/19
7	**Design & Development Phase**	**10/1**	**1/28**
8	**Install Data Modeling Tools**		
9	Install Data Modeling Tool for Mod. Systems Assessment	10/26	10/26
10	Install PowerDesigner Tool for Legacy Systems Assessment	10/26	10/26
11			
12	**Systems Assessments**	**10/22**	**12/15**
13	**Gather & Analyze Modernized Systems' Key Business Entities**		
14	**Validation Communications**	**10/24**	**12/5**
15	*E-mail COD Validation Meeting Invitation*	*10/24*	*10/24*
16	*E-mail FMS Validation Meeting Invitation*	*10/31*	*10/31*
17	*E-mail eCB Validation Meeting Invitation*	*11/14*	*11/14*
18	*E-mail eServicing Validation Meeting Invitation*	*11/28*	*11/28*
19	**COD**	**10/22**	**11/2**
20	Gather & Analyze Key Business Entities-Attributes	10/22	10/30
21	*Validate w/ System Owners/Mod Project Team*	*10/31*	*10/31*
22	Revise/Finalize Key Business Entities-Attributes	10/31	11/2
23	**FMS**	**11/5**	**11/16**
24	Gather & Analyze Key Business Entities-Attributes	11/5	11/13
25	*Validate w/ System Owners/Mod Project Team*	*11/14*	*11/14*
26	Revise/Finalize Key Business Entities-Attributes	11/14	11/16
27	**eCB**	**11/19**	**11/30**
28	Gather & Analyze Key Business Entities-Attributes	11/19	11/27
29	*Validate w/ System Owners/Mod Project Team*	*11/28*	*11/28*
30	Revise/Finalize Key Business Entities-Attributes	11/28	11/30
31	**eServicing**	**12/3**	**12/14**
32	Gather & Analyze Key Business Entities-Attributes	12/3	12/11
33	*Validate w/ System Owners/Mod Project Team*	*12/12*	*12/12*
34	Revise/Finalize Key Business Entities-Attributes	12/12	12/14
35	**FP, CFO, DL & CM Marts**	**10/22**	**12/15**
36			
37	**Gather & Analyze Legacy Systems' Key Business Entities**	**10/1**	**12/14**
38	**Validation Communications**	**10/27**	**12/5**
39	*E-mail DMCS Validation Meeting Invitation*	*10/24*	*10/24*
40	*E-mail DLSS Validation Meeting Invitation*	*11/8*	*11/8*
41	*E-mail CPS Validation Meeting Invitation*	*10/24*	*10/24*
42	*E-mail PEPS Validation Meeting Invitation*	*10/31*	*10/31*
43	*E-mail NSLDS Validation Meeting Invitation*	*11/14*	*11/14*
44	*E-mail DLCS Validation Meeting Invitation*	*11/28*	*11/28*
45	**DMCS**	**10/1**	**11/2**
46	Gather & Analyze Key Business Entities-Attributes	10/1	10/26
47	*Validate w/ System Owners/Mod Project Team*	*10/29*	*10/29*
48	Revise/Finalize Key Business Entities-Attributes	10/29	11/2
49	**DLSS**	**11/5**	**11/30**
50	Gather & Analyze Key Business Entities-Attributes	11/5	11/21
51	*Validate w/ System Owners/Mod Project Team*	*11/22*	*11/22*
52	Revise/Finalize Key Business Entities-Attributes	11/22	11/30

53	**CPS**	**10/22**	**11/2**
54	Gather & Analyze Key Business Entities-Attributes	10/22	10/30
55	*Validate w/ System Owners/Mod Project Team*	*10/31*	*10/31*
56	Revise/Finalize Key Business Entities-Attributes	10/31	11/2
57	**PEPS**	**11/5**	**11/16**
58	Gather & Analyze Key Business Entities-Attributes	11/5	11/13
59	*Validate w/ System Owners/Mod Project Team*	*11/14*	*11/14*
60	Revise/Finalize Key Business Entities-Attributes	11/14	11/16
61	**NSLDS**	**11/19**	**11/30**
62	Gather & Analyze Key Business Entities-Attributes	11/19	11/27
63	*Validate w/ System Owners/Mod Project Team*	*11/28*	*11/28*
64	Revise/Finalize Key Business Entities-Attributes	11/28	11/30
65	**DLCS**	**12/3**	**12/14**
66	Gather & Analyze Key Business Entities-Attributes	12/3	12/11
67	*Validate w/ System Owners/Mod Project Team*	*12/12*	*12/12*
68	Revise/Finalize Key Business Entities-Attributes	12/12	12/14
69	Milestone - Deliver Legacy Data Dictionaries & Modernized Systems Entities & Attributes	11/30	11/30
70	**Develop Consistent Data Roadmap**		
71	**Validation Communications**	**10/27**	**12/5**
72	*E-mail Key Entities Validation Meeting Invitation*	*10/24*	*10/24*
73	*E-mail Functions/Entities/Owners Validation Meeting Invitation*	*11/13*	*11/13*
74	*E-mail Data Standard Meanings Validation Meeting Invitation*	*11/27*	*11/27*
75	*E-mail Roadmap Validation Meeting Invitation*	*1/7*	*1/7*
76	**Define & Validate Value of Deliverables**	**10/22**	**11/2**
77	Develop Outlines of Deliverables	10/22	10/30
78	Identify Key Business Entities (from CEDM)	10/22	10/30
79	*Validate w/ Mod Project Teams & ITRs*	*10/31*	*10/31*
80	Revise/Finalize Deliverables Definition	10/31	11/2
81			
82	**Develop Draft of Functions, Entities & Ownership**	**10/30**	**11/30**
83	Develop High-level Functions	10/30	11/16
84	Map Business Entities to Functions	11/19	11/26
85	Develop Ownership of Entities	11/19	11/26
86	*Validate w/ Mod Project Teams & ITRs*	*11/27*	*11/27*
87	Revise High-level Functions, Entities & Ownership	11/27	11/30
88			
89	**Develop Draft Standard Meanings for Attribute of Key Business Entities**	**11/26**	**12/14**
90	Develop Standard Meanings of Attributes of Key Bus Entities	11/26	12/10
91	*Validate w/ Mod Project Teams & ITRs*	*12/11*	*12/11*
92	Revise Draft Standard Meanings	12/11	12/14
93			
94	**Refine/Finalize Roadmap**	**12/17**	**1/28**
95	Analyze Information from Systems Assessment Work	12/17	12/31
96	Refine High-level Functions	12/17	12/31
97	Refine Key Business Entities, Attributes	1/3	1/11
98	Refine Entity Ownership Model	1/3	1/11
99	Refine Standard Meanings	1/14	1/18
100	*Validate w/ Mod Project Teams & ITRs*	*1/21*	*1/21*
101	Revise/Finalize Consistent Data Roadmap	1/21	1/28
102	Milestone - Deliver Consistent Data Roadmap, 2001	1/28	1/28
104	**Develop Business Case, 2002**	**1/28**	**2/25**
105	Develop Requirements, Value Proposition	1/28	2/1
106	Develop Draft DSG/IRB Presentation	2/4	2/15
107	*E-mail Business Case Validation Meeting Invitation*	*2/4*	*2/4*
108	*Validate w/ ITRs and CIO Representatives*	*2/18*	*2/18*
109	Develop Business Case Documentation	2/18	2/25
110	Milestone - Deliver Consistent Data Business Case, 2002	1/21	1/21

112	**Deployment Phase**	**11/8**	**2/25**
113	*Develop Mod Partner Newsletter Communication (for November)*	*11/8*	*11/15*
114	*Develop Mod Partner Newsletter Communication (for February)*	*2/8*	*2/15*
115	*Develop SFA In-Step Communication (for November)*	*11/8*	*11/15*
116	*Develop SFA In-Step Communication (for February)*	*2/8*	*2/15*
117	*E-mail Management Council Presentation Meeting Invitation*	*2/5*	*2/5*
118	Develop Management Council Presentation	2/4	2/15
119	*Hold Presentation w/ Management Council*	*2/19*	*2/19*
120	*E-mail Final Briefing Invitation*	*2/7*	*2/7*
121	Develop Briefing Packet	11/26	11/30
122	Finalize Briefing Packet	12/3	12/5
123	*Hold Final Briefing Meeting*	*2/21*	*2/21*
124	Milestone - Project Completion, Deliver Commuication Materials	2/25	2/25

Communication Plan

The communication plan below is a series of communication events that will help ensure that the system and data owners and other stakeholders know about the Consistent Data Project, and are involved in shaping the Consistent Data Roadmap design.

<u>**Event: Validation Meeting Invitation to COD Mod Project Team**</u>
Vehicle: Email
Audience: COD Mod Project Team
Purpose: - Announce consistent data validation meeting
                                   - Encourage participation
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 10/24/01
Project Plan Line #:   15

<u>**Event: Validation Meeting Invitation to FMS Mod Project Team**</u>
Vehicle: Email
Audience: FMS Mod Project Team
Purpose: - Announce consistent data validation meeting
                                   - Encourage participation
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 10/31/01
Project Plan Line #:   16

<u>**Event: Validation Meeting Invitation to eCB Mod Project Team**</u>
Vehicle: Email
Audience: eCB Mod Project Team
Purpose: - Announce consistent data validation meeting
                                   - Encourage participation
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 11/14/01
Project Plan Line #:   17

<u>**Event: Validation Meeting Invitation to eServicing Mod Project Team**</u>
Vehicle: Email
Audience: eServicing Mod Project Team
Purpose: - Announce consistent data validation meeting

- Encourage participation

Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 11/28/01
Project Plan Line #:   18

Event: Validation Meeting with COD Mod Project Team

Vehicle: Meeting
Audience: COD Mod Project Team
Purpose: - Validate COD data findings
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 10/31/01
Project Plan Line #:   21

Event: Validation Meeting with FMS Mod Project Team

Vehicle: Meeting
Audience: FMS Mod Project Team
Purpose: - Validate FMS data findings
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 11/14/01
Project Plan Line #:   25

Event: Validation Meeting with eCB Mod Project Team

Vehicle: Meeting
Audience: eCB Mod Project Team
Purpose: - Validate eCB data findings
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 11/28/01
Project Plan Line #:   29

Event: Validation Meeting with eServicing Mod Project Team

Vehicle: Meeting
Audience: eServicing Mod Project Team
Purpose: - Validate eServicing data findings
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 12/12/01
Project Plan Line #:   33

Event: Validation Meeting Invitation to DMCS Owners

Vehicle:	Email
Audience:	DMCS Owners
Purpose:	- Announce consistent data validation meeting
	- Encourage legacy system owner participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	10/24/01
Project Plan Line #:	39

Event: Validation Meeting Invitation to DLSS Owners

Vehicle:	Email
Audience:	DLSS Owners
Purpose:	- Announce consistent data validation meeting
	- Encourage legacy system owner participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	11/8/01
Project Plan Line #:	40

Event: Validation Meeting Invitation to CPS Owners

Vehicle:	Email
Audience:	CPS Owners
Purpose:	- Announce consistent data validation meeting
	- Encourage legacy system owner participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	10/24/01
Project Plan Line #:	41

Event: Validation Meeting Invitation to PEPS Owners

Vehicle:	Email
Audience:	PEPS Owners
Purpose:	- Announce consistent data validation meeting
	- Encourage legacy system owner participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	10/31/01
Project Plan Line #:	42

Event: Validation Meeting Invitation to NSLDS Owners

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Vehicle:	Email
Audience:	NSLDS Owners
Purpose:	- Announce consistent data validation meeting
	- Encourage legacy system owner participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	11/14/01
Project Plan Line #:	43

Event: Validation Meeting Invitation to DLCS Owners

Vehicle:	Email
Audience:	DLCS Owners
Purpose:	- Announce consistent data validation meeting
	- Encourage legacy system owner participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	11/28/01
Project Plan Line #:	44

Event: Validation Meeting with DMCS Owners

Vehicle:	Meeting
Audience:	DMCS Owners
Purpose:	- Validate DMCS function, key business entities and attributes.
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	10/29/01
Project Plan Line #:	47

Event: Validation Meeting with DLSS Owners

Vehicle:	Meeting
Audience:	DLSS Owners
Purpose:	- Validate DLSS function, key business entities and attributes.
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	11/22/01
Project Plan Line #:	51

Event: Validation Meeting with CPS Owners

Vehicle:	Meeting
Audience:	CPS Owners

Purpose: - Validate CPS function, key business entities and
                  attributes.
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 10/31/01
Project Plan Line #:   55

Event: Validation Meeting with PEPS Owners
Vehicle: Meeting
Audience: PEPS Owners
Purpose: - Validate PEPS function, key business entities and
                  attributes.
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 11/14/01
Project Plan Line #:   59

Event: Validation Meeting with NSLDS Owners
Vehicle: Meeting
Audience: NSLDS Owners
Purpose: - Validate NSLDS function, key business entities and
                  attributes.
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 11/28/01
Project Plan Line #:   63

Event: Validation Meeting with DLCS Owners
Vehicle: Meeting
Audience: DLCS Owners
Purpose: - Validate DLCS function, key business entities and
                  attributes.
Developer: Modernization Partner
Presenter: SFA and Mod Partner Team Leads
Due Date: 12/12/01
Project Plan Line #:   67

Event: Key Entities Validation Meeting Invitation to Mod Partner Teams
Vehicle: Email
Audience: Mod Partner Teams
Purpose: - Announce consistent data Key Entities validation
                     meeting

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           - Encourage participation

Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	10/24/01
Project Plan Line #:	72

Event: Functions/Entities/Owners Validation Meeting Invitation to Mod Partner Teams

Vehicle:	Email
Audience:	Mod Partner Teams
Purpose:	- Announce Functions/Entities/Owners validation meeting
	- Encourage participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	11/13/01
Project Plan Line #:	73

Event: Data Standard Meanings Validation Meeting Invitation to Mod Partner Teams

Vehicle:	Email
Audience:	Mod Partner Teams
Purpose:	- Announce Data Standard Meanings validation meeting
	- Encourage participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	11/27/01
Project Plan Line #:	74

Event: Roadmap Validation Meeting Invitation to Mod Partner Teams

Vehicle:	Email
Audience:	Mod Partner Teams
Purpose:	- Announce Consistent Data Roadmap validation meeting
	- Encourage participation
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	1/7/02
Project Plan Line #:	75

Event: Key Entities Validation Meeting with Mod Partner Teams

Vehicle:	Meeting
Audience:	Mod Partner Teams
Purpose:	- Validate consistent data Key
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	10/31/01
Project Plan Line #:	79

Event: Functions/Entities/Owners Validation Meeting with Mod Partner Teams

Vehicle:	Meeting
Audience:	Mod Partner Teams
Purpose:	- Validate Functions/Entities/Owners
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	11/27/01
Project Plan Line #:	86

Event: Data Standard Meanings Validation Meeting with Mod Partner Teams

Vehicle:	Meeting
Audience:	Mod Partner Teams
Purpose:	- Validate Data Standard Meanings
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	12/11/01
Project Plan Line #:	91

Event: Roadmap Validation Meeting with Mod Partner Teams

Vehicle:	Meeting
Audience:	Mod Partner Teams
Purpose:	- Validate Consistent Data Roadmap
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	1/21/02
Project Plan Line #:	100

Event: Business Case Validation Meeting Invitation to Mod Partner Teams

Vehicle:	Email
Audience:	Mod Partner Teams
Purpose:	- Announce Next Consistent Data Business Case validation meeting

- Encourage participation

Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	2/4/02
Project Plan Line #:	107

Event: Business Case Validation Meeting with Mod Partner Teams

Vehicle:	Meeting
Audience:	Mod Partner Teams
Purpose:	- Validate consistent data next business case
Developer:	Modernization Partner
Presenter:	SFA and Mod Partner Team Leads
Due Date:	2/18/02
Project Plan Line #:	108

Event: Modernization Partner Newsletter (for November)

Vehicle:	Project write-up article
Audience:	Modernization Partner
Purpose:	Communicate high-level status and progress of project
Developer:	Modernization Partner
Presenter:	N/A
Due Date:	11/15/01
Project Plan Line #:	113

Event: Modernization Partner Newsletter (for February)

Vehicle:	Project write-up article
Audience:	Modernization Partner
Purpose:	Communicate high-level status and progress of project
Developer:	Modernization Partner
Presenter:	N/A
Due Date:	02/15/02
Project Plan Line #:	114

Event: SFA In-Step Article (for November)

Vehicle:	Project write-up article
Audience:	SFA
Purpose:	- Provide awareness of consistent data task order - Communicate high-level project goals, approach, and accomplishments
Developer:	Modernization Partner
Presenter:	N/A

Due Date: 11/15/01
Project Plan Line #:   115

Event: SFA In-Step Article (for February)

Vehicle: Project write-up article
Audience: SFA
Purpose: - Provide awareness of consistent data task order
                        - Communicate high-level project goals, approach, and
                          accomplishments
Developer: Modernization Partner
Presenter: N/A
Due Date: 02/15/02
Project Plan Line #:   116

Event: Management Council Presentation Invitation

Vehicle: Email
Audience: Management Council
Purpose: - Announce presentation date
                        - Deliver presentation agenda
                        - Encourage participation
Developer: SFA
Presenter: N/A
Due Date: 02/5/02
Project Plan Line #:   117

Event: Presentation with Management Council

Vehicle: Briefing
Audience: Management Council
Purpose: Communicate project accomplishments and benefits
Developer: SFA
Presenter: SFA
Due Date: 02/19/02
Project Plan Line #:   119

Event: Final Briefing Invitation

Vehicle: Email
Audience: Legacy and Mod System Owners
Purpose: - Announce briefing date
                        - Deliver briefing agenda
                        - Encourage participation
Developer: Modernization Partner

Presenter: N/A
Due Date: 02/7/01
Project Plan Line #: 120

Event: Final Briefing

Vehicle: Presentation
Audience: Legacy and Mod System Owners
Purpose: - Communicate Final Consistent Data Design
                      - Communicate Impact Analysis of Consistent Data Design
                      - Communicate Governance/Review Process
Developer: Modernization Partner
Presenter: Project Team
Due Date: 02/21/01
Project Plan Line #: 123